



PUBLIC WORKS DEPARTMENT

TRAFFIC ENGINEERING DIVISION

2300 W. Commercial Boulevard • Fort Lauderdale, Florida 33309 • 954-847-2600 • FAX 954-847-2700



MEMORANDUM

TO: Maintenance of Traffic (MOT) Applicants

FROM: Lei Cai

DATE: September 30, 2016

SUBJECT: MOT Application Procedure

In an effort to facilitate and expedite Broward County's MOT review/approval process, please review the attached MOT Instructions/Requirements documents and complete the attached MOT Application Form.

Effective October 1, 2007, the Broward County Traffic Engineering Division (BCTED), has implemented new submittal procedures to include the approved MOT Application Form and the items listed in the MOT Instructions/Requirements.

All submitted materials shall be legible. Therefore, it is recommended all facsimile transmittals be made from original documents.

Should you have any questions regarding these procedures, please call the MOT Hotline at (954) 847-2670.

Attachments:

1. "Maintenance of Traffic Instructions/Requirements" (Page 1)
2. "Maintenance of Traffic Application Form" (Page 2)

G:\STUDIES\MOT\MOT Application Form\MOT Application Form 09-30-16.doc

Maintenance of Traffic (MOT) Instructions/Requirements

An approved MOT Plan from the Broward County Traffic Engineering Division (BCTED) shall be required when work is being performed within Broward County Right of Way regardless of whether a permit is required. The approved MOT Plan shall be on site prior to and during the entire operation. Ensure the Certified Worksite Traffic Supervisor is present to direct the initial setup of the traffic control plan, is available on a 24-hour basis, participates in all changes to traffic control and reviews the project on a daily basis. An MOT plan shall conform to, unless otherwise noted in the Broward County Minimum Standards, the latest editions of the Florida Department of Transportation (FDOT) Design Standards 600 Series and the Manual on Uniform Traffic Control Devices (MUTCD). An approved MOT Plan and a copy of the permit, if issued, must be on site at all times. The MOT is valid for the duration of the permit or completion of the project, whichever comes first. Once the MOT is approved by the BCTED, the permittee shall be solely responsible for the installation and maintenance of the approved work zone traffic control devices throughout the length of the project.

Application Process for an MOT Plan:

- Include an MOT Application Form.
- Include a location map for the project.
- Submit an applicable FDOT Design Standard Index from the 600 Series and/or a Typical Application figure from the MUTCD which represents the roadway characteristics and project conditions.
For example:
 - If the project involves the closure of a sidewalk, include a sidewalk closure index.
 - If the project does not impede a lane but is within the right of way, include the appropriate index for work off the road.
 - If the project requires a lane shift, include a lane shift index.
- A sketch should accompany the submittals for a condition that is non-typical. Include taper lengths, shift lengths, shift widths, sign spacing, barricade or cone spacing, pavement markings, removal of pavement markings, nearby signal locations, etc..
- Indexes, Typical Applications or sketches shall have the roadways identified by name and show a north arrow.
- Applications shall include a current FDOT-approved certification for Worksite Traffic Supervisor. If you are submitting an MOT Plan with an FDOT Design Standards 600 Series Index or a Typical Application figure from the MUTCD, an Intermediate Level Certification Card will be required; if a sketch is submitted with the standard index, an Advanced Level Certification Card will be required. The certification card is required to contain the student's name, instructor's name, course provider, course category (Advance: BT-05-0079 or Intermediate: BT-05-0078), date course was successfully completed and date when training or refresher course is required.
- The FDOT Standard Index has notes in small print included on them. When sending these indexes, ensure the notes are legible.
- The MOT Plan must cover all phases of construction.
- If the project includes a sign-off sheet, it must be labeled with the project's name and/or location of the project.
- The following document will be required prior to the approval of the MOT plan when signal equipment is impacted:
A filled out and signed form of ACCEPTANCE OF TRAFFIC SIGNAL MAINTENANCE AND TIMING BY CONTRACTOR DURING CONSTRUCTION AND BURN-IN PERIOD. The form can be downloaded under the category of Maintenance of Traffic in the webpage of <http://www.broward.org/Traffic/About/Pages/Publications.aspx>.
- The approval of an MOT application may require up to (2) weeks from the time that all required documents as stated above are received at the Traffic Engineering Division. Any rejected MOT submittal that is corrected and sent back to BCTED will be considered a new submittal, which may require up to two (2) additional weeks to approve. Additional time may be needed for more complex plans or plans requiring additional coordination/information.

Maintenance of Traffic Application Form

Date _____ Broward County Permit Number (if required) _____ - _____ - _____

Contractor _____ Address _____

City _____ State _____ Zip _____ Office # _____

Mobile # _____ Fax # _____

Full name and Mobile # of 24 hr Contact Person _____

Name of Contractors working under this approval: _____

Location of Project: _____ City: _____

Project Boundaries, From _____ To _____

Description of Work: _____

Proposed Start Date: _____ Proposed Completion Date: _____

Authorized Contractor's Representative

_____ (Print Name)	_____ (Signature)	_____ (Date)
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A copy of the certification card(s) shall be included with every MOT Plan

_____ (Print Name of Certified Person Submitting MOT)	_____ (Level)	_____ (Signature)	_____ (Date)
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_____ (Print Name of Certified Person Setting Up MOT)	_____ (Level)	_____ (Signature)	_____ (Date)
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_____ (Print Name of Certified Person Maintaining MOT)	_____ (Level)	_____ (Signature)	_____ (Date)
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_____ (Print Name of Certified Person in Charge of Flagging Operation MOT)	_____ (Level)	_____ (Signature)	_____ (Date)
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